**Recipient: Sender: Shipment Information:**

Recipient Person:[Name] Name:[Sender name] Shipment date: [Date]

KYMOS, S.L. Company:[Company name] Customer Purchase Order: [Order #]

Sociedad Unipersonal Address: [Address] Customer to issue CoA: [Company name]

Parc Tecnològic del Vallès Quotation # (if PO not available): [Code]

Ronda Can Fatjó 5D [ ]  Data Logger included

08290 Cerdanyola del Vallès

Barcelona (Spain)

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| **Samples** | **Batch #** | **Delivered Quantity** | **Stab info/****Batch Release** | **Storage Conditions**  | **Specific Handling Conditions** | **SDS included** |
| **Customer Code** | **Customer Product description** | **Temperature** | **No Light** |
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| **Materials**(Reagents, standards, columns, or others) | **Batch #** | **Delivered Quantity** | **Storage Conditions** | **Detail Specific Handling** | **SDS included** |
|  **Part Code** | **Description** | **Temperature** | **No Light** |
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**Additional Information: Comments: Signature & date:**

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| **Reception schedule:** Monday to Thursday 7:30 to 15:30 and Friday 7:00 to 14:00**Phone:** +34 935 481 848**Disclaimer:** A detailed checking of the shipment content will be done within the following 2 days from the reception date |  |   |  |  |

**GLOSSARY OF TERMS:**

**Recipient person**: indicate the name of the contact person at Kymos to whom the shipment is addressed to

**Sender:** indicate the name of the contact person, the Company and address of whom is supplying the samples

**Shipment information:**

**Customer Purchase Order**: code of the purchase order placed by the Company to Kymos and which has to be indicated in Kymos’ invoice

**Customer to issue CoA**: in case the certificate of analysis (CoA) shall be issued with the name of another Company, indicate in this field.

**Quotation**: if the Company does not work with purchase orders, or in case there is an open purchase order, indicate here the code of Kymos quotation which was signed

**Data logger included:** indicate here if the samples were shipped with a data logger. In case more than one are used, it is advisable to note down how many of them were included.

**Samples/other material shipment details:**

**Customer code**:ERP code (SAP, SAGE, Navision) or any other code Customer uses to identify the product, sample or item.

Provide this information if Customer wants this code to appear in the certificate of analysis (CoA).

 Otherwise, leave it in blank.

**Customer Product Description**: Name or text which Customer uses to name the product, sample or item and which shall be stated in sample label. Note that sometimes Kymos does not know this name.

**Batch #**: code of the batch, lot number

**Delivered quantity**: quantity included in the shipment

**Stab info/Batch Release**: In case of Stability samples, indicate here the Stability timepoint and condition the sample corresponds to

 In case of Batch release, tick in the cell

**Storage conditions**:

 **Temperature**: indicate temperature (and humidity if required) in which samples shall be stored

**No light**: tick in the box in case sample is sensitive to light

**Specific handling conditions**: indicate here if any protective measure shall be taken to safely manipulate the sample or material

**SDS included**: tick in the box in case Safety Data Sheet (SDS) was included in the shipment for every specific sample or material. This is specially

**Comments:** add in this space any other remark the Sender would like to highlight regarding the shipment